

**MINUTES of the Full Council of Melksham Without Parish Council held on Monday 11<sup>th</sup> March, 2019 at 1, Swift Way, Bowerhill at 7.00 p.m.**

**Present:** Cllrs. Richard Wood (Chair), Alan Baines, Paul Carter, David Pafford, Robert Shea-Simonds, Nick Holder, Terry Chivers, Mary Pile, Kaylum House and Paul Taylor.

Officers: Teresa Strange (Clerk) and Jo Eccleston (Parish Officer).

Invited Guest: Wiltshire Cllr. Roy While

Prospective Candidates: Pauline Centa & Stuart Wood.

466/18 **Housekeeping & Announcements:** Cllr. Wood welcomed all to the meeting and as this was the first Full Council meeting being held in this new venue, explained the location of the toilets and fire exits and evacuation procedures in the event of a fire. The following announcements were given:

- **Annual Parish Meeting:** The Annual Parish meeting will be held on Monday 1<sup>st</sup> April at 6.30pm for coffee and networking with a meeting start time of 7.00pm. The venue will be Melksham Rugby Club as the new meeting space at 1, Swift Way, although large enough to accommodate this meeting, does not have enough chairs for all the attendees. It was noted that at this meeting the grant cheques will be presented and that this was an opportunity for groups and organisations in the parish to share and celebrate with others all the good work that they have been doing supporting residents of the parish.
- **BRAG (Bowerhill Residents Action Group) Meeting with Taylor Wimpey:** It was noted that Taylor Wimpey continue to have regular update meetings with BRAG and that the next one was on 20<sup>th</sup> March at 7.00pm at Bowerhill Village Hall.
- **Parish Quarterly Newsletter in Melksham News.** The Clerk advised that there had been some letters of criticism in the Melksham News regarding the Neighbourhood Plan and the potential proposal for the Bowerhill Sports Field. She had not responded to these directly, but had put some factual information regarding these issues in the newsletter due for publication in the next edition of the Melksham News. The Council had previously resolved that they would have their details as ward members published as part of the newsletter. The Clerk asked what details they wished published and it was felt that there should be a uniform approach. **Resolved 1:** *The Parish Council publish the name, photo and Melksham Without Parish Council email address of each council member in the newsletter in the Melksham News, with members having the individual choice over whether they also have their phone number and home address published.*
- **Update on MOCS (Melksham Oak Community School):** Cllr. Holder, as a Governor of MOCS, advised that there was a one-day selection process for the recruitment of a permanent headteacher being held next week. He stated that at the next council meeting he hoped to be in a position to inform who had been recruited for this post.
- **Letter of Thanks for Meeting Space:** **Resolved 2:** *The Parish Council send a letter of thanks to Mr. Gompels for the free use of the meeting space.*

- 467/18 **Apologies:** Cllr. John Glover (Vice Chair) was unwell; this reason for absence was accepted. Cllr. Greg Coombes has a leave of absence until 15<sup>th</sup> April.
- 468/18 **Declarations of Interest:** Cllr. Holder declared an interest in Agenda item 9b), approval of grant funding, as his son goes to Broughton Gifford Scouts and he is the personal friend of the chairman of Whitley Cricket Club. Cllr. Pile also declared an interest in Agenda item 9b) for any grant funding for CAWS (Community Action Whitley Shaw), CAWS CEG (community Emergency Group) and Shaw Village Hall, as she is a member of these organisations.
- 469/18 **Dispensation Requests:** None.
- 470/18 **Items to be Held in Committee:** There were no agenda items which were confidential.

*The Council agreed to suspend Standing Orders for a period of public participation.*

- 471/18 **Public Participation:** Wiltshire Cllr. Roy While gave a brief update on the last Full Council meeting of Wiltshire Council. He reported that the chamber was full when the decision was made about SEND (Special Educational Needs & Disabilities) schools, with the Council deciding to close Larkrise school in Trowbridge and St. Nicholas school in Chippenham and investing in the expansion of Rowdeford school. This was an unpopular decision for many pupils and families of the schools to be closed, but Wiltshire Council felt that investment into one specialist centre at the Rowdeford site would enable more school places to be offered, and they were looking at provision for the next 10 to 20 years.
- The budget for the forthcoming year was approved at £32million. A motion had been put forward by some members with regard to environmental global warming. He stated that there was going to be a consultation on Children's Centre buildings and he felt that this had the potential to be controversial.

*The Council reconvened.*

- 472/18 **Co-option for Vacant Berryfield Ward Seat:** Cllr. R Wood advised that there were two candidates for this seat and that voting would take place by ballot paper as per Standing Order 27a) "Co-option voting will take place during the relevant Full Council meeting by ballot paper, with councillors being required to put a "X" against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote", and the process of voting would be as per Standing order 8a) "Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.". Cllr. R Wood invited both candidates to speak:
- (i) **Pauline Centa:** Ms. Centa stated that she had moved to Berryfield 3 years ago, having retired from a long career in nursing. She volunteers in the community with Read Easy, delivering library books to those people who are unable to get out, helps with community meals and works in a local charity shop. She said that she wished to "do her bit" for the community and felt that being involved with the Council would be both interesting and useful.

A Member asked why Ms. Centa had not stood for election in 2017, when elections were held for the new four-year term. Ms. Centa replied that she had not been aware of them at that time, and had only recently seen the advert for co-option for this vacancy. Another member asked if she knew about what other areas, aside from Berryfield, the Parish Council covered. Ms. Centa replied that she was aware that it was not just Berryfield and listed the other villages in the Parish.

- (ii) **Stuart Wood:** Mr. S Wood stated that he had moved to Berryfield 2 years ago having lived and worked abroad serving in the armed forces. He stated that although he was inexperienced in community work, he now works locally and as such feels that he has the time to commit to being a councillor. He felt that the core values of the armed forces were transferable skills. Members asked the same two questions to this candidate. Mr. S Wood replied that he did not previously stand for election as he was working away and again, he knew the geographical size and villages in the parish.

Members then voted by ballot paper. These were collected by the Clerk who counted the votes, which were verified by the Parish Officer. Cllr. R Wood announced the result, that the majority of votes cast were for Stuart Wood.

**Resolved:** *Mr. Stuart Wood was co-opted onto the Council as a member for the Berryfield Ward. He signed his Declaration of Office and joined the meeting.*

Cllr. R Wood thanked Ms. Centa for applying, stating that the voting was close, and encouraged her to do so again should another vacancy arise.

*Ms. Centa left the meeting.*

#### 473/18 Full Council Meeting:

- a) **Minutes, Full Council Meeting 11<sup>th</sup> February, 2019:** **Resolved:** *The Minutes of the Full Council Meeting held 11<sup>th</sup> February, 2019 were formally approved by the Council and signed by the Chairman as a correct record with the following amendment: From Min.436/18c)i) – spelling error amended from “adverst” to “advert’s”.*
- b) **Matters Arising:**
- (i) **From Min.436/18d) – Request for Funding for Junior Parkrun:** As per the Parish Council’s request to those volunteers seeking funding to set up a Junior parkrun, other parish councils in the Melksham Community Area had been approached to also give funding towards the start-up costs of this event.
- (ii) **From Min.438/18c)iii) – Kissing Gates in Bowerhill:** It was noted that Area Board funding had been awarded to the West Wilts Ramblers for the provision of new kissing gates to replace stiles in the parish (MELW35 & MELW36).
- (iii) **From Min.443/18a) – Joint Shurnhold Fields Working Party Meeting:** The Clerk advised that she was finding it difficult to arrange a mutually convenient date and time to meet with representatives from the Town Council. The Clerk asked the three representatives from the Parish Council on this Working Party, Cllrs. R Wood, Glover and Carter, if they would be willing to attend a meeting during the day. It was agreed to put forward a Wednesday or Thursday during the day as potential days/times to meet with the Town Council.
- (iv) **From Min.437/18f) – Public Art Artist Selection for Sandridge Place Development:** Cllrs. R Wood and Carter expressed an interest in meeting with the Artists and reviewing their submissions. The Clerk to try to arrange a meeting on the same day as the Shurnhold Working Party meeting.

- (v) **From Min.438/18c) – Play Area at Pathfinder Way:** The Parish Council had previously expressed concerns over the proposal to install wooden play equipment in the play area of this development, due to the limitations of life span and ongoing maintenance requirements. The Developers had taken on board these comments and had asked if the parish council wished to be involved in selecting the play equipment to be provided. Cllrs. R Wood, Holder, Pafford and Carter wished to be involved in these discussions and were happy with a daytime meeting if enough notice was given.
- (vi) **From Min.441/18a) – Proposal for Land Transfer at Bowerhill Sports Field:** A member queried whether now that this proposal had been put on hold, if the Council's resolution that they "*are committed in principle to the transfer of land providing all conditions are met*" still stood. The Clerk advised that resolutions hold unless the Council wish to re-discuss a decision and this can only be done after a period of 6 months has lapsed.

474/18 **Planning:**

- a) **Minutes, Planning Committee Meeting 4<sup>th</sup> March, 2019: Resolved:** *The Minutes of the Planning Committee Meeting held 4<sup>th</sup> March, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Recommendations of the Planning Committee Meeting 4<sup>th</sup> March, 2019: Resolved:** *The Recommendations detailed in Min.455/18, Min.456/18a)iii)1), Min.456/18a)iii)2), Min.456/18a)iv)1) and Min.456/18a)iv)2) were formally approved.*
- c) **Matters Arising:**
- (i) **From Min.451/18d) – Variation to Premises Licence: Lowden Garden Centre and Farm Shop:** It had previously been resolved to respond to this consultation stating that "*[the Parish Council] have concerns that if the proposed opening hours to the public, late night refreshments and live and recorded music are attached to the marquee that this could lead to a public nuisance with regard to noise*". The Licencing Officer had responded seeking clarity as she was unsure whether the Parish Council were actually objecting to the proposal. She also gave further information on the application. Although usually licencing applications and planning applications are considered on their individual merits and independently of each other, in this case the applicant had offered in their licencing application to adhere to the conditions imposed by the planning decision for the temporary permission for the erection of a marquee. It was noted that there were lots of conditions relating to noise in the planning decision notice, and that if there was any breach of these conditions both planning enforcement and licencing enforcement could take action. **Resolved:** *The Parish Council do not object as they recognise that there will be strict enforcement of any breach of conditions.*
- (ii) **From Min.452/18:** The Recommendation under this minute was for additional street names to be put forward to Wiltshire Council under the theme of "herbs". The Officers had checked the list and discovered that some of the suggestions put forward were spices rather than herbs. The Parish Council only had to provide a further 7 names, so it was agreed to put forward just those that were herbs, with the spice suggestions to be possible considerations for any potential future development. **Resolved:** *The following street names to be put forward to Wiltshire Council's Street Name department for the development on land east of the Spa:*
- *Angelica*

- *Anise*
- *Bergamot*
- *Chicory*
- *Cicely*
- *Fenugreek*
- *Hyssop*
- *Sesame*

- d) **Proposed Community Centre for Land to the East of Spa Road:** As per Min. 456/18a)iv) the Clerk advised that the Parish Council needed to consider the way forward for the Community Centre being provided as part of the S106 agreement for the development of 450 dwellings East of Spa Road, which will extend the existing East of Melksham development. A handful of dwellings in the northwest corner of this development and the land allocated for the Community Centre was actually in the Town, with the remainder of the dwellings in the parish. Therefore, the majority of the town and parish council element of CIL (Community Infrastructure Levy) funding will be payable to the Parish Council, and this money had previously been shown in the budget as allocated towards this community building. The S106 Agreement states that the developer must build the community centre as per the approved plans or provide a sum of £500,000 for the nominated council to build. The developer had already confirmed in writing that they would only build the community centre to the approved plans, and that they would not consider constructing a larger building even if both the Town Council and Parish Council provided the additional funding for this. It was felt that there could be the possibility under a future community governance review that the boundary line between the town and parish could once again be redrawn and that the occupants of the 450 dwellings could then become town residents. It was therefore queried who would eventually be the end user of the community hall, and whether this would be a venue that would be of benefit to residents of the Parish should the boundary line be amended. It was noted that there was nothing legally which stated that the CIL monies from this development has to be spent within this development or on this community building, only that it has to be spent on community infrastructure. However, some members felt that the Parish Council had a moral obligation to allocate some of this CIL funding towards this building. Members concurred with this view, but wished to ensure that there was a clear mandate on the proportion of CIL to be allocated to this community building. It was considered that as this building would be in the Town that the Town Council needed to be on board and take the lead. It was felt that as the Parish Council had lots of experience with community buildings in its parish and voluntary management committees running them, that support should be offered to the Town Council with this aspect; it was acknowledged that the new Town Clerk may have experience of community buildings from her previous post. Concern was expressed by some members with regard to the focus that the Town Council places on the Assembly Hall, and that it was important that they understood the significance of this as a community building for the residents of both parishes. It was recognised that the Parish Council were already working with the Town Council on several joint projects and that the best way forward was to hold an informal meeting with both councils to discuss how this building should be built and who will be responsible for it.
- Resolved:** *The Parish Council hold an informal meeting with the Town Council to discuss all the issues with regard to the community building being provided as part of*

the S106 agreement. Cllrs. R. Wood, House, Pafford, S. Wood, Holder and Baines to represent the Parish Council at this meeting.

475/18 **Finance:**

- a) **Minutes, Finance Committee Meeting 4<sup>th</sup> March, 2019: Resolved:** *The Minutes of the Finance Committee Meeting held 4<sup>th</sup> March, 2019 were formally approved by the Council and signed by the Chairman as a correct record.*

*8.06pm – Cllr. House left the meeting.*

- b) **Recommendations of the Highways & Streetscene Committee Meeting 14<sup>th</sup> January, 2019:** *The Recommendations detailed in Min.462/18)1), Min.462/18)2) and Min.462/18)3) were formally approved.*

c) **Matters Arising:**

(i) **From Min.462/18)2) – Grant Awards to Religious Groups/Organisation:** The Clerk reported that having sought advice from WALC (Wiltshire Association of Local Councils) with regard to giving grants to religious groups, it had been confirmed that the law only prevented parish councils from giving funding towards church buildings. There was therefore nothing to prevent giving funding to the Messy Church or the Multi Faith Group.

- d) **Reserved Grant Funding Pending Receipt of More Detailed Accounts:** Both the Tourist Information Centre and the Broughton Gifford Scout Group had now provided more detailed sets of accounts which were reviewed. **Resolved:** *The reserved grant funding to be awarded to the Melksham Tourist Information Centre and the Broughton Gifford Scout Group (as detailed in Min.462/18)2)).*

- e) **Council Income & Expenditure:** The Council noted the attached report for income and expenditure for the month of February, which were signed by the Chairman as a correct record, as follows:

• Cashbook 1	-	Receipts	£207,175.25	Payments	£206,984.53
(Lloyds Bank - Current)					
• Cashbook 2	-	Receipts	£ 33,000.00	Payments	£ 14,853.65
(Unity Bank - on-line banking)					
• Cashbook 3	-	Receipts	£173,000.00	Payments	£207,000.00
(Lloyds Bank - fixed term deposit)					

*It was noted that there had not been additional income of £207,000.00, but that this was the movement of funds out of the fixed term interest account (cashbook 3) back into the current account (cashbook 1). Likewise, the £33,000.00 receipt into Unity Bank was the movement of funds to top up this account which was used for online and BACS payments*

- f) **Cheque Signatories & Online Banking Authority for February Payments:**

**Resolved:** *Cllr. Taylor and Cllr. Carter to authorise on-line banking payments and any cheque payments for March 2019.*

- 476/18 **Boundary Commission – LGBCE** (Local Government Boundary Commission for England) **Wiltshire Council Electoral Review:** As per Min.288/18, Wiltshire Council had previously put forward a proposal where Bowerhill was split into 3 wards. An alternative proposal was submitted to the Boundary Commission by the Town and Parish Council which kept Bowerhill in one division and this was supported by Wiltshire Council. The Boundary Commission did not support this proposal, putting forward their own which seeks to mix rural areas of the Parish with urban areas of the Town. Both the Town and

the Parish Council, together with Wiltshire Council, do not feel that this proposal best serves the residents of either parish and they therefore need to respond to the Boundary Commission with the original proposal but with community evidence to support this as a more beneficial arrangement for the electorate. The members discussed both proposals at length, but still felt that the joint proposal they had previously submitted was the best option. They noted that proposal put forward by the Boundary Commission required ward names, but there was no logic to their proposal and members could not come up with any names which reflected the areas that these wards would serve. It was felt that a small working party was required to consider all this issue in greater depth. **Resolved 1:** *The Parish Council supports the original submission put forward jointly with the Town and Wiltshire Council with additional supporting information. 2. Support is sought from community groups in the parish. 3. The views of Broughton Gifford Parish Council and Semington Parish Council area sought, as the Boundary commission proposes that they are in a joint division with the Parish 4. The Parish Council to come up with some names for the divisions proposed by the Boundary Commission should they be minded to refuse the Parish Council's submission and for the proposed divisions recommended by the Parish Council. 5. A working party with delegated powers to meet on Tuesday 26<sup>th</sup> March at 10.00am to decide on division names and resulting parish council ward names; Cllrs. Baines, R. Wood, Glover and Holder to be on this working party. 6. In addition, the working group to propose the names for the new parish wards suggested by the Boundary Commission and to suggest the best split of councillors per wards as the Boundary Commission had suggested only 2 councillors for the Shaw, Whitley & Beanacre ward giving an unequal spread of electorate per parish councillor across the parish 6. The Clerk to submit the parish council's response before the deadline of 15<sup>th</sup> April.*

477/18 **Asset Management:**

- a) **Response from Wiltshire Air Ambulance Re Drones/Model Aircraft Flying at Bowerhill Sports Field:** The Wiltshire Air Ambulance had responded to thank the Parish Council for querying whether they had any operational issues or problems with drones and model aircraft being flown from the Bowerhill Sports Field. This did not affect their day to day operations as they would only use the Sports Field at night for training purposes. They asked that out of courtesy the Parish Council let the operations room know if drones or model aircraft were being flown, so that they and their pilots were aware. It was felt that organisations such as the ATC (Air Cadets) and the Model Aircraft Association were sensible and understood aviation regulations. It was considered that members of the public using drones on an ad hoc basis were more of an issue. A proposal was put forward that drones were banned from the Sports Field as they could be flown from other areas of open space in Bowerhill. However, this was not supported as members felt that it would not be able to be enforced. **Resolved:** *The Parish Council reply to the request by Melksham ATC (2385 Squadron) for permission to fly their drone on the Sports Field, stating that they have no problems with the ATC doing this, but asking that they inform the Wiltshire Air Ambulance Operations Room when they intend to use it.*
- b) **Potential Grant Funding for Outdoor Gym Equipment & Teen Shelter at Bowerhill Sports Field:** The Clerk advised that since officers had been working at the Pavilion, they had been engaging with users asking how they would like to see the Field further developed and the ideas that had come forward seemed to be a good fit for the new Sports England funding "Community Asset Fund". There have been requests for outdoor gym equipment and the teenagers would like somewhere to

“hang out” out of the wind and the rain. The teenagers informed that they have also previously met up at the Hornchurch Road Open Space, but stated that they would be happy to have a teen shelter at the Sports Field instead. The Clerk advised that there was multigenerational gym equipment available which had no working/moveable parts which would require maintenance. A suggestion had also been previously made about the installation of a scoring/games wall; balls could be kicked against this allowing a variety of games to be played, rather than being kicked at the walls of the Pavilion which have already caused damage. It was noted that if located in the right position on the Field, a teen shelter would also provide somewhere for football spectators to watch matches out of the rain and wind. Members felt that these were all good ideas which should be investigated further, but that the BRAG (Bowerhill Residents Action Group) should be consulted. **Resolved 1:** *The officers to investigate the costs of a teen shelter, multigenerational gym equipment and a sports wall for the Bowerhill Sports Field, and whether this met with the criteria for grant funding from Sports England. 2. BRAG to be consulted on this proposal.*

The current situation with the Shaw Recreation Ground & Play Area improvements was queried. The CAWS (Community Action Whitley Shaw) and Shaw Village Hall representative reported that the volunteer who had been spearheading this project had stepped down due to family issues, and the Shaw Village Hall committee were unsure how they should now proceed.

- c) Woodland Trust Trees for Further Planting at Bowerhill Sports Field:** The Officers had surveyed the saplings which had been planted on the Sports Field last spring and which had struggled to survive during the heatwave in the summer. Fortunately, 67 saplings were now showing signs of growth with sprouts appearing, with 46 believed to have perished. A further 105 trees had been ordered from the Woodland Trust for delivery and planting in the Autumn. This time a medium wild wood pack had been ordered as the Woodland Trust description stated that these trees would help to suck up water, as it was felt that this would assist with drainage of the pitches in the wetter areas of the Field. It was noted that as per a previous resolution, saplings from the Woodland Trust would only be planted in the Autumn to assist with their survival in potential periods of drought and heat wave. The Clerk reported that the grass cutting contractors had raised concerns about the pitch closest to the road, in that it required some intensive work to improve its condition and so she had instructed them to not mark up a pitch in that area next season, but to put the 3<sup>rd</sup> pitch at right angles to the others, in front of the pavilion to allow that land to recover and be worked on.
- d) Bowerhill Barkers:** The Bowerhill Barkers, a local group who fundraise for guide dogs for the blind, have asked if they can hold a large fundraising event on Bowerhill sports Field on Sunday 2<sup>nd</sup> June. They are proposing a large fayre with stalls, stage with live music, arena area, hog roast and dog show. It was noted that they would want to use the pavilion for the toilets. Although this event was for charity it was felt that a nominal charge was necessary just to cover the cost of cleaning the pavilion, waste removal/collection and electricity. **Resolved:** *Permission to be given to the Bowerhill Barkers to hold their event on Sunday 2<sup>nd</sup> June, but they are asked to pay a nominal fee of £50 to cover the cost of cleaning, waste collection and electricity.*
- e) Donation towards the Care of Heritage Turbine on Bowerhill Industrial Estate:** It was noted that the sum of £191.14 had been bequeathed towards the care of the Heritage Turbine, and had been passed to the Parish Council to administer. It was felt that this should be spent on some plants and that the ATC or outdoor education

students from Melksham Oak Community School should be asked if they would like to carry out this work and tidy up the area.

**f) Update on Wiltshire Council Assets in the Parish:**

- (i) **Woolmore Farm:** It was noted that Woolmore Farm had now been sold, and Wiltshire Council had advised that the current intention of the purchaser was to develop some commercial units on the site, with some potential residential units at a later stage. This would all be subject to planning.
- (ii) **Christie Miller Car Park:** Wiltshire Council had advised that they had not granted the Wiltshire School of Gymnastics permission to take on the Christie Miller Car Park. They stated that they were going to make contact with the ATC with regard to them using it for drill and parade practice.

478/18 **Meeting Accommodation:**

- a) **Purchase of Large Screen and Stand for Meeting Accommodation:** It had previously been agreed (Min.246/18) to purchase a new large 48" TV screen to be able to view planning applications and other documentation at meetings. This had been put on hold pending the outcome of using the current meeting space. It was felt that a large TV screen was still required, but that a slightly larger one could now be accommodated, and that a stand was also necessary. The Parish Council's IT contractor had carried out research and the members considered his recommended options. **Resolved 1:** *The Parish Council purchase a Finlux 55" 4K Ultra HD HDR Smart TV at a cost of £283.00 exc. VAT. 2. The Parish Council purchase an Invision GT1200 Screenstation Mobile TV Stand at a cost of £108.32 exc. VAT.*

479/18 **Community Projects/Partnership Organisations:**

- a) **Update on Flood Alleviation Project in Shaw & Whitley:** Cllr. Baines, as the Northern Flood Ops representative, reported that Wiltshire Council are extremely impressed with the CAWS CEG (Community Action Whitley Shaw – Community Emergency Group) revised flood plan, and once again they are being held up as an exemplar of good practice. It was noted that Aitkins are no longer Wiltshire Council's contractor, due to the lack of progress that had been made on the modelling and potential flood alleviation scheme. The Clerk reported that she had met with the new Wiltshire Council contractor and members from CAWS CEG, where they discussed the data collected from previous flooding events, the flood alleviation works carried out to date, and the potential for further measures.
- b) **Update on Campus following Public Information Events 5<sup>th</sup> & 6<sup>th</sup> March:** The councillors who attended these events reported that the artists impression of what the campus was very useful, and gave a good insight to what the new modern building will look like. There was no additional information to add to what the Parish Council already know as a future tenant, and the public information was available to view on Wiltshire Council's website.
- c) **Update following Town Council Gateway Signage Meeting:** Cllr Baines, as the Parish Council representative for Gateway Signage, reported that following two years of discussions with the Gateways Working Group and the Highway's Engineer deciding on suitable designs and locations for signage, the Town Council have now decided that this is not what they want. The Working group has been disbanded and the Town Council are going to start the process again.

Meeting closed at 9.27pm

Chairman, 15<sup>th</sup> April, 2019

Date: 08/04/2019

## Melksham without Parish Council Current Year

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Time: 12:52

## Cashbook 1

User: MF

## Current Account &amp; Instant Acc

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		4,979.34					4,979.34	
	Banked: 11/02/2019	207,000.00						
V905	Fixed Term Deposit	207,000.00			210		207,000.00	Fixed Term dep-M135147850000
	V905 Banked: 11/02/2019	61.25						
V905	Lloyds	61.25			1080	110	61.25	fixed Term Dep-M135147850000
V939-L&F	Banked: 11/02/2019	50.00						
V939-FPI	Lion and Fiddle	50.00			1210	210	50.00	Pitch hire Sun 10th Feb 19 079
V940-S/O	Banked: 19/02/2019	10.00						
V940-073	Melksham Fitness	10.00			1210	210	10.00	Hire of changing room 3
	V941 Banked: 20/02/2019	54.00						
/941-BSF12	Allotment Holder	54.00			1320	310	54.00	BSF 12 Allot rent
<b>Total Receipts for Month</b>		207,175.25	0.00	0.00			207,175.25	
<b>Cashbook Totals</b>		212,154.59	0.00	0.00			4,979.34	

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Date: 08/04/2019

## Melksham without Parish Council Current Year

Page: 2

Time: 12:52

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/02/2019	Grist Environmental	V923-DD	40.70		6.78	4770	220	33.92	Inv.262005-B'Hill Waste empty
1/02/2019	Wessex Water	V926-DD	136.15			4323	320	136.15	Inv.012-BYF allot water
1/02/2019	Wessex Water	V927-DD	133.86			4323	320	133.86	Inv.013-BSF Allot water
2/02/2019	Kingfisher Direct Limited	V921-5932	206.39		34.40	4721	220	171.99	Inv.20508-Recycling sack holde
2/02/2019	Fixed Term Deposit	V936	173,000.00			210		173,000.00	Ref.13522728-Fixed Term deposi
2/02/2019	Unity Bank	V937-5933	33,000.00			220		33,000.00	To top up unity bank to FSSC
3/02/2019	EE Limited	V938-DD	13.00		2.17	4195	120	10.83	Laptop wifi
1/02/2019	Eon	V924-DD	74.14		0.94	4312	220	73.20	Inv.3BE-B'Hill gas
2/02/2019	Eon	V925-DD	153.39		2.12	4302	220	151.27	Inv.E16-B'Hill Elect
2/02/2019	Sirus Telecom	V942-DD	226.90		37.82	4190	120	189.08	Inv.40816-Office call charges
<b>Total Payments for Month</b>			206,984.53	0.00	84.23			206,900.30	
<b>Balance Carried Fwd</b>			5,170.06						
<b>Cashbook Totals</b>			212,154.59	0.00	84.23			212,070.36	

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Unity Bank

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	67,111.99					67,111.99	
	Banked: 12/02/2019	33,000.00						
V937-5933	Current Account & Instant Acc	33,000.00			200		33,000.00	To top up unity bank to FSSC
<b>Total Receipts for Month</b>		33,000.00	0.00	0.00			33,000.00	
<b>Cashbook Totals</b>		100,111.99	0.00	0.00			67,111.99	

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## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/02/2019	Teresa Strange	V943-S/O	5.18		0.86	4190	120	4.32	Out of hours mobile
2/02/2019	JH Jones & Sons	V909-BACS	883.69		147.28	4402	320	56.66	Inv.13014-Allotment Grass Cutt
						4400	142	211.33	Inv.13014-Play area grass cut
						4780	142	17.50	Inv.13014-Play Area bin empty
						4781	220	75.83	Inv.13014-JSF Bin empty
						4401	220	375.09	Inv.13014-JSF Pitch maint
2/02/2019	JH Jones & Sons	V910-BACS	408.00		68.00	4722	320	340.00	Inv.13015-Bark clear-BYF Car p
2/02/2019	JH Jones & Sons	V911-BACS	407.83		67.97	4721	220	339.86	13027-Gate stop at B/hill Pavi
2/02/2019	JH Jones & Sons	V912-BACS	453.60		75.60	4490	142	378.00	Inv.13028- Slab clean&prune
2/02/2019	Wiltshire Publications Ltd	V913-BACS	55.68		9.28	4230	120	46.40	Inv.51111-Grant aid advert
2/02/2019	Acer Tree Surgeons Its	V914-BACS	3,210.00		535.00	4415	142	1,290.00	Inv.1901064-Play Area's
						4415	142	1,210.00	Inv.1901064-Bowerhill Sports F
						4415	142	70.00	Inv.1901064-Berryfield allo
						4415	142	105.00	Inv.1901064-Shaw Play Area
2/02/2019	Simon J White	V915-BACS	195.00			4490	142	195.00	Inv.7833-Maint Carson/IR/about
2/02/2019	Wiltshire Publications Ltd	V916-BACS	90.48		15.08	4230	120	75.40	Inv.51363-ClIr vacancy ad
2/02/2019	DBS Leoch Ltd	V917-BACS	45.50		7.58	4540	142	37.92	Inv.832-Replac battery for SID
2/02/2019	Condor Office Solutions Ltd	V918-BACS	87.88		14.65	4130	120	73.23	Inv.546187-Photocopy usage
2/02/2019	Melksham Rugby Club	V919-BACS	40.00			4200	120	40.00	Inv.0204-Room hire for meeting
2/02/2019	Trade UK	V920-BACS	11.37		1.90	4721	220	9.47	Inv.390-Cement solvent&Coupler
2/02/2019	Kingfisher Direct Ltd	V921-BACS	206.39		34.40	4721	220	171.99	Inv.20508-Recycling sack holde
2/02/2019	JH Jones & Sons	V928-BACS	350.40		58.40	4490	142	292.00	Inv.13029-Ivy removal bus shel
2/02/2019	Kingfisher Direct Limited	V921-BACS	-206.39		-34.40	4721	220	-171.99	Inv.20508-WRONG CB
2/02/2019	Teresa Strange	929-SALARY			13.10	4000	130		Salary Feb 2019
2/02/2019	Joanne Eccleston	930-SALARY				4721	220	65.50	Hire of dehumidifier for Pav
2/02/2019	Marianne Rossi	931-SALARY				4020	130		Salary Feb 2019
2/02/2019	Terry Cole	932-SALARY				4010	130		Salary Feb 2019
2/02/2019	Terry Cole	932-SALARY				4460	142		Salary Feb 2019
2/02/2019	David Cole	933-SALARY				4050	142	47.50	Travel Allowance
2/02/2019	HM Revenue & Customs	V934-BACS	1,535.22			4800	320		Salary Feb 2019
						4047	130	1,384.88	Period 11 February 2019
						4054	142	142.14	Period 11 February 2019
						4058	320	8.20	Period 11 February 2019
2/02/2019	Wiltshire Pension Fund	V935-BACS	1,476.79			4044	130	336.91	Period 11- February 2019
						4045	130	1,139.88	Period 11- February 2019

total  
Salaries  
84897.53

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## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
8/02/2019	Lloyds Unity Bank	V922-DD	573.82		62.49	4150	120	73.30	A4 Paper
						4490	142	7.37	Graffiti Remover
						4150	120	16.54	A3 Paper
						4150	120	8.94	Pens
						4150	120	27.25	Fineliners & Laminating pouche
						4150	120	11.98	Magnets
						4415	142	79.00	Tree stakes
						4721	220	72.17	Non slip decking strips
						4150	120	17.47	Stapler & binder clips
						4490	142	5.40	Gorilla Glue for ROW
						4120	120	47.99	First Class large letter stamp
						4120	120	104.02	1st & 2nd class stamps
						4721	220	4.91	Cable Ties
						4140	120	3.00	Bank Charges
						4150	120	31.99	Laminating machine`
<b>Total Payments for Month</b>			14,853.65	0.00	1,077.19			13,776.46	
<b>Balance Carried Fwd</b>			85,258.34						
<b>Cashbook Totals</b>			100,111.99	0.00	1,077.19			99,034.80	

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Fixed Term Deposit

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	207,000.00					207,000.00	
	Banked: 12/02/2019	173,000.00						
V936	Current Account & Instant Acc	173,000.00			200		173,000.00	Ref.13522728-Fixed Term deposi
<b>Total Receipts for Month</b>		173,000.00	0.00	0.00			173,000.00	
<b>Cashbook Totals</b>		<u>380,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>207,000.00</u>	

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Fixed Term Deposit

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
1/02/2019	Current Account & Instant Acc	V905	207,000.00			200		207,000.00	Fixed Term dep- M135147850000
<b>Total Payments for Month</b>			207,000.00	0.00	0.00			207,000.00	
<b>Balance Carried Fwd</b>			173,000.00						
<b>Cashbook Totals</b>			<u>380,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>380,000.00</u>	